

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B2400557

PRINT DATE: 07/20/12

PAGE: 01

SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID: 1382057258
MIDWEST BANK NOTE COMPANY
50 PEARL ST PO BOX 7500
LANCASTER, NY 14086
(313)451-2222

REFER QUESTIONS TO:

MARGIE HAJIANTONI
(410)767-3039
MARGARET.HAJIANTONI@DGS.STATE.MD.US

ITB: 001IT818737

EXPR DATE: 05/10/14
POST DATE: 05/10/12

DISCOUNT TERMS: .
CONTRACT AMOUNT:

NET 30 DAY
.00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

* ENGRAVED CERTIFICATES *
* FOR *
* STATE OF MARYLAND *
* DEPARTMENT OF HEALTH & MENTAL HYGIENE *
* DIVISION OF VITAL RECORDS *

VENDOR CONTACT: AMANDA MANUSZEWSKI
PHONE #: 716-683-7500 OR AMANUSZEWSKI@RMFPRINTTECHNOLOGY.COM

AGENCY CONTACT: SHARON KING-SEWELL
PHONE #: 410-764-3191
OR
GEORGE BAKER
PHONE #: 410-764-3196

CONTRACT TERM: MAY 10, 2012 THRU MAY 09, 2014 (2 YEARS)

THE STATE RESERVES THE UNILATERAL OPTION TO RENEW THIS CONTRACT FOR ONE (1) ADDITIONAL ONE (1) YEAR CONTRACT TERM AT THE SAME TERMS, CONDITIONS AND PRICES. RENEWAL OPTIONS ARE AT THE DISCRETION OF THE DEPARTMENT OF GENERAL SERVICES IN CONJUNCTION WITH THE DEPARTMENT OF HEALTH AND MENTAL HYGIENE, DIVISION OF VITAL RECORDS; THE CONTRACTOR WILL NOT BE RELIEVED OF THE COMMITMENT TO RENEW THE CONTRACT.

THIS IS A FIRM FIXED PRICE CONTRACT IN THAT NO PRICE ESCALATION SHALL

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TERMS (cont'd):

BE ALLOWED. HOWEVER, IN THE EVENT OF ANY SUCH DECREASE IN PRICE DUE TO MARKET CHANGE OR OTHER CONDITIONS, THE STATE OF MARYLAND SHALL BE NOTIFIED PROMPTLY AND RECEIVE SUCH DECREASE.

QUOTED PRICES ARE TO BE NET 30 DAYS F.O.B. INSIDE DELIVERY INCLUDING FREIGHT/SHIPPING, HANDLING AND ADMINISTRATION CHARGES. ALL DISCOUNTS ARE TO BE DEDUCTED AND REFLECTED IN NET PRICES. NO TERMS, OTHER THAN THE AGENCY'S TAKING TITLE AND OWNERSHIP UPON DELIVERY F.O.B. DESTINATION, SHALL BE ACCEPTABLE.

DELIVERY

DELIVERY OF PROOF/ARTWORK SHALL BE MADE AS REQUIRED BY USING AGENCY, BUT NOT MORE THAN 10 DAYS AFTER RECEIPT OF THE PURCHASE ORDER, ISSUED UPON CONTRACT AWARD. DELIVERY OF THE FIRST SHIPMENT IS TO BE MADE AS EXPEDITIOUSLY AS POSSIBLE BUT NO LATER THAN THIRTY (30) DAYS AFTER APPROVAL OF PROOF/ARTWORK. AGENCY SPECIFIED DELIVERY DATE THEREAFTER IS NO LATER THAN SEVEN (7) DAYS AFTER DATE OF SUBSEQUENT PURCHASE ORDERS.

VENDOR SHALL MAINTAIN A SUFFICIENT STOCK TO AT THEIR LOCATION TO MEET THE DELIVERY REQUIREMENTS OF THIS SOLICITATION AND RELEASE SHALL BE MADE AS REQUESTED BY THE USING AUTHORITY ON AN "AS REQUIRED" BASIS. COST OF STORAGE AND SHIPPING (F.O.B. DESTINATION) SHALL BE INCLUDED IN BID PRICE. DOCUMENTS WILL BE SHIPPED IN INCREMENTS OF APPROXIMATELY 40-50 THOUSAND PER SHIPMENT. DELIVERIES NOT TO EXCEED TWO (2) TIMES PER MONTH.

SECURITY OF DELIVERY, AS WELL AS PRODUCTION AND STORAGE, IS OF UTMOST IMPORTANCE. SECURITY PROCEDURES AS OUTLINED IN BID SPECIFICATIONS MUST BE FOLLOWED AT ALL TIMES.

DELIVERY DATE AND TIME MUST BE PRE-ARRANGED WITH THE USING AGENCY TO ASSURE AVAILABILITY OF AUTHORIZED RECEIVER. DELIVERY MAY BE ARRANGED BY CONTACTING SHARON KING AT 410-764-3191 OR GEORGE BAKER AT 410-764-3196.

DOCUMENTS ARE TO BE DELIVERED TO:
DIVISION OF VITAL RECORDS
6550 REISTERSTOWN ROAD
BALTIMORE, MD 21215
ATTENTION: SHARON KING/GEORGE BAKER

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	17514-000000	M	132.1550

PAPER

STATE OF MARYLAND ENGRAVED SECURITY PAPER 8 1/5 X 14
PER STATE OF MARYLAND SPECIFICATIONS.

END OF ITEM LIST

ADDITIONAL TERMS AND CONDITIONS

PAYMENT FOR EACH SHIPMENT WILL BE MADE ONLY AFTER DELIVERY. THE STATE OF MARYLAND DOES NOT PAY FOR PRODUCTS IN ADVANCE OF RECEIPT.

VENDOR WILL BE REQUIRED TO ASSIGN ONE (1) CUSTOMER SERVICE REPRESENTATIVE OR PROJECT MANAGER AS THE MAIN CONTACT PERSON FOR THE PURPOSES OF COORDINATING ALL ACTIVITY ASSOCIATED WITH THE PRODUCTION OF THIS PROJECT.

LIQUIDATED DAMAGES WILL BE CHARGED FOR LATE DELIVERIES, BY ONE FULL DAY, AT THE RATE OF \$150 PER DAY. THIS CHARGE SHALL APPLY FROM THE AGENCY-SPECIFIED REQUIRED DELIVERY DATE TO THE ACTUAL DATE OF RECEIPT OF SUCH PRODUCTS MEETING ALL PURCHASE ORDER TERMS AND CONDITIONS. THE VENDOR RISKS NON-ACCEPTANCE AND NON-PAYMENT UNLESS PRE-APPROVAL IS RECEIVED, IN WRITING, FROM THE STATE TO THE EFFECT THAT THIS DELIVERY WILL BE ACCEPTED LATER THAN TWENTY-FOUR (24) HOURS FROM ITS SPECIFIED TIME.

ALL NEGATIVE/POSITIVES, ENGRAVINGS, DIES, TAPES OR DISK OR ELECTRONIC PHOTOMECHANICAL MEDIA INVOLVED WITH THIS CONTRACT SHALL BECOME OR REMAINS THE PROPERTY OF THE STATE OF MARYLAND AND SHALL BE SURRENDERED TO THE USING AGENCY UPON COMPLETION OF AND WITH DELIVERY OF THE JOB. A 5% PENALTY WILL BE DEDUCTED FROM THE INVOICE OF THOSE CONTRACTORS THAT FAIL TO DELIVER THE NEGATIVES AT THE TIME OF SHIPMENT.

IN THE EVENT THE SELECTED VENDOR DOES NOT FULLY COMPLY WITH THE BID SPECIFICATION REQUIREMENTS AND PURCHASE ORDER TERMS AND CONDITIONS, SPECIFICALLY, DELIVERY REQUIREMENTS AND PRODUCT SPECIFICATIONS, THE VENDOR WILL BE SUBJECT TO THE FOLLOWING: ADDITIONAL ACQUISITION COST INCURRED BY THE AGENCY WILL BE CHARGED TO THE DEFAULTING VENDOR AND DEDUCTED DIRECTLY FROM ANY OPEN INVOICES WITH THE DEFAULTING VENDOR. INVOICE PROCESSING WILL BE DELAYED PENDING DEVELOPMENT AND ASSESSMENT CHARGES.

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AGENCY WILL NOT PAY FOR ANY OVERAGE IN EXCESS OF 2% OF THE QUANTITY ORDERED.

THE ADMINISTRATION OF AND ALL WORK PERFORMED UNDER THIS CONTRACT WILL BE THE SOLE RESPONSIBILITY OF THE PRIME CONTRACTOR. SUBCONTRACTING OF THIS CONTRACT WILL NOT BE ALLOWED IN WHOLE OR IN PART WITHOUT THE CONSENT OF THE STATE AND ONLY WHEN THE VENDOR HAS ESTABLISHED TO THE SATISFACTION OF THE STATE THAT IT POSSESSES THE NECESSARY PLANT, EQUIPMENT AND FACILITIES TO PROPERLY AND SATISFACTORILY DISCHARGE THE RESPONSIBILITY IMPOSED BY THESE SPECIFICATIONS.

SOY BASED INKS ARE REQUIRED FOR THIS PRINTING ORDER. TOXIC WASTE REDUCTION IS ENCOURAGED FOR ALL PRINTING PROCESSES.

VENDORS SHALL NOT ACCEPT CHANGES, ADDITIONS, WAIVERS OR SUBSTITUTIONS IN THE PROVISIONS OF THIS ORDER UNLESS FURNISHED IN WRITING AND SIGNED BY THE DEPARTMENT OF GENERAL SERVICES' PROCUREMENT OFFICER. SHOULD ANY CHANGES CAUSE AN INCREASE IN THE VENDOR'S COST OR TIME FOR PERFORMANCE THAT IS NOT REFLECTED IN THE WRITTEN NOTICE, VENDOR SHALL ASSERT ITS CLAIM FOR SAME WITHIN 10 CALENDAR DAYS AFTER DATE OF THE PURCHASE ORDER OR NOTICE.

VENDOR IS TO SUBMIT INVOICE IN TRIPLICATE, SHOW PURCHASE ORDER NUMBER ON ALL INVOICES, PACKING LISTS, SHIPPING LABELS AND ALL CORRESPONDENCE. INCLUDE YOUR FEDERAL TAX ID NUMBER OR SOCIAL SECURITY NUMBER.

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

CORPORATE "P" PURCHASING CARDS MAY BE USED FOR PAYMENT FOR ALL INDIVIDUAL AGENCY CONTRACT PURCHASES OF \$5,000 OR LESS.

A REPORT MUST BE FURNISHED BY THE SUCCESSFUL VENDOR EVERY SIX (6) MONTHS DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. THE REPORT SHALL BE SUBMITTED ELECTRONICALLY IN EXCEL FORMAT. AS A MINIMUM, THE REPORT SHALL REFLECT THE CONTRACT NUMBER, CONTRACT ITEM NUMBER AND DESCRIPTION, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION, AND THE CONTRACT TOTAL. THE REPORT MUST BE FILED WITHIN THIRTY (30) DAYS AFTER THE END OF EACH REPORTING PERIOD. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REPORT WITH THE MINIMUM REQUIRED INFORMATION MAY ALSO NEGATE ANY CONTRACT EXTENSION CLAUSES. REPORT SHALL BE EMAILED TO THE FOLLOWING TWO (2) ADDRESSES:

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TERMS (cont'd):

MARGARET.HAJIANTONI@DGS.STATE.MD.US

HOWARD.MCLAIN@DGS.STATE.MD.US

THE MARYLAND DEPARTMENT OF GENERAL SERVICES' "TERMS AND CONDITIONS
FOR COMMODITY CONTRACTS OVER \$25,000" INCORPORATED HEREIN BY
REFERENCE.

***** LAST PAGE *****

AUTHORIZED BY: _____ DATE: _____

BUYER AUTHORIZED DESIGNEE